

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Administrative Support Assistant II P/T (Position #425-1)
LOCATION: Central Maintenance Garage
HIRING RANGE: \$12.52/hr.
JOB TYPE: Part-time/Permanent/Non-Exempt
POSTING DATE: January 16, 2014
DATE AVAILABLE: January 21, 2014
CLOSING DATE: January 29, 2014

PRIMARY PURPOSE OF POSITION

Performs a variety of office support and/or technical tasks to accomplish the specialized processing of information, documents or materials.

ESSENTIAL JOB FUNCTIONS

Job duties include, but are not limited to the following: receiving and recording telephone calls from clients, data entry, computer research, assembling, distributing mail, photocopying, filing, ordering supplies for team and back-up duties in other areas. Position assists an eligibility work team and must adhere to daily, weekly and monthly time frames mandated by Federal/State guidelines. Schedule may need to be flexible.

ADDITIONAL JOB FUNCTIONS

Others as required by job.

MINIMUM EDUCATION AND EXPERIENCE

High school graduation and one year of clerical experience required.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Belinda Coombs at 252-636-6616.

Craven County is an Equal Opportunity Affirmative Action Employer.

